

How to Change the Enrollment Date and/or Exit Date

Follow the instructions below to change the enrollment date and/or exit dates if a client's enrollment date or exit date does not reflect the actual date of enrollment or exit.

PLEASE NOTE: IF THE CLIENT HAS BEEN EXITED FROM THE PROJECT AND 90 DAYS HAVE PASSED SINCE THE EXIT DATE, THE SYSTEM WILL NOT ALLOW YOU TO EDIT THE PROJECT START DATE OR PROJECT EXIT DATE.

Editing the Enrollment Date

1. Login into ClientTrack and **click on the loop icon to find a client** as shown below and type in the first couple of letters of the client's first and last name and/or any other personal identifiable information available such as date of birth or social security number. Then click **"Search"**. You will see a list of clients display on the screen; **click next to the name of the client you want to edit** as shows by the red arrow below.

Home > Clients / ClientTrack Form

Chewy Bear 10/19/2014 Social Security Number 466-32-7282 Client ID 1048319

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. Social Security Number and Birth Date are the best fields to narrow your search.

First Name: ch
Last Name: be
Middle Name:
Full Name (Last, First):
Social Security Number:
Birth Date: MM/DD/YYYY
Client ID:

12 results found.

First Name	Last Name	Middle Name	SSN	Birth Date	Client ID
Chewy	Bear		XXX-XX-7282	10/19/2014	1048319

2. Go to the head of household's client record and **click on the three dots** next to the enrollment you wish to edit found on the client dashboard under "[Client name] Enrollments". From the drop-down menu, select **"Edit Enrollment"** as shown below.

Search > Clients / Client Dashboard

Chewy Bear 10/19/2014 Social Security Number 466-32-7282 Client ID 1048319

Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x) Race:

Chewy's Enrollments

2 results for

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date
<div>Active</div> <div>PH - Rapid Re-Housing</div> <div> <div>...</div> <div>My Fake Organization CoC RRH (RRH-...)</div> <div>Add Household Member</div> <div>View Case Members</div> <div>Exit the Enrollment</div> <div>Edit Enrollment</div> <div>Edit Project Entry Workflow</div> <div>Review Entry Assessments</div> <div>Update/Annual Assessment</div> </div>	2	09/06/2022	
	2	06/06/2022	

- Edit the enrollment date in the box labeled **"Start Date"** as shown in the image below. Finally, click "Save" at the bottom right-corner of the screen.

Search > Clients / Client Dashboard / ClientTrack Form

Chewy Bear 10/19/2014 Social Security Number 466-32-7282 Client ID 1048319

HMIS Enrollment

Case: Bear, Gummy

Project: My Fake Organization CoC RRH (RRH-R8)

Enrollee: Bear, Chewy

Relationship to HoH: Son

Start Date: * 09/06/2022

Exit Date: MM/DD/YYYY

+ Family Member Exit Enrollment

Editing the Project Exit Date

Besides changing the enrollment date for a client, you can also change the exit date of an enrollment. In order to change the exit date of an enrollment for a client, please follow the steps below.

1. Go to the head of household's client record by following the previous step 1.
2. Go to the head of household's client record and **click on three dots next to the enrollment** you wish to edit found on the client dashboard under "[Client name] Enrollments" shown in the image below. Once the drop-down menu appears, click on **"Edit Exit Workflow"**.

The screenshot shows the 'Client Dashboard' for 'Chewy Bear' (Social Security Number: 466-32-7282, Client ID: 1048319). The 'Enrollments' section displays a table with 2 results found. The table has columns: Enrollment Description, Case Members, Project Start Date, Housing Move-In Date, and Project Exit Date. Two enrollments are listed: 'My Fake Organization Coordinated Entry R1a)' and 'My Fake Organization CoC RRH (RRH-...)'. A dropdown menu is open for the first enrollment, showing options: 'Add Household Member', 'View Case Members', 'Missed Annual/Update Assessment', 'Edit Enrollment', 'Edit Project Entry Workflow', 'Edit Exit Workflow' (highlighted), 'Re-Enter the Enrollment', 'Review Entry Assessments', and 'Review Exit Assessments'.

Enrollment Description	Case Members	Project Start Date	Housing Move-In Date	Project Exit Date
My Fake Organization Coordinated Entry R1a)	2	06/06/2022		09/06/2022
My Fake Organization CoC RRH (RRH-...)	2	09/06/2022		11/04/2022

3. Edit the exit date in the box labeled **"Exit Date"** and click **"Save"** at the bottom right-corner of your screen.

HUD Program Exit

Chewy Bear 10/19/2014 Social Security Number 466-32-7282 Client ID 1048319

Enrollment Exit

To exit the client from the Enrollment, enter the Exit Date and Destination.

Exit Date: * 11/04/2022

Destination: * Rental by client in a public housing unit

Exit Reason: Completed Program

Case Manager Assignment: Lori Wood

End Case Assignment: ☐

Please contact the HMIS Help Desk by emailing HMISHelpDesk@ihcda.in.gov or DVHelpDesk@ihcda.in.gov if you need any- assistance with changing an enrollment or exit date for a client.